



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

**TRANSMITTAL DATE:** June 27, 2014

**TOPIC:** Important Information Pertaining to Amendment #1 of RFQVA DDD #710000

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***Being Sent on Behalf of DES/DDD Business Operations***

*Please do not reply to this notification*

**Important Information Pertaining to Amendment #1 of the  
Request for Qualified Vendor Application RFQVA DDD-710000**

On August 1, 2014, the Arizona Department of Economic Security (DES), Division of Developmental Disabilities (DDD or the “Division”), anticipates posting a statewide amendment (Amendment #1) to the current *Request for Qualified Vendor Application, RFQVA #DDD-710000* that will affect all Qualified Vendor Agreements (QVAs). In preparation for processing Amendment #1, DDD is issuing the following instructions regarding your current QVA.

DDD will be unable to accept any changes to existing QVAs, unless they are directly related to Amendment #1 requirements, from **July 4, 2014 through September 1, 2014**. Therefore, if you are currently working on any changes to your QVA that require Division approval, including the addition of new services through the Qualified Vendor Application and Directory System (QVADS), these changes must be submitted online through QVADS before 5:00 p.m. Thursday, July 3, 2014. Any changes to the QVA requiring Division approval, including the addition of new services, submitted after July 3, 2014 will be deleted. You will be able to re-enter and submit those changes after August 31, 2014.

**Projected Timeline:**

- **Thursday, July 3, 2014, 5:00 p.m. M.S.T.:** Last date to submit changes requiring Division approval to existing QVAs through QVADS.
- **Friday, August 1, 2014:** Amendment #1 posted. Instructions will follow in a future announcement.
- **Sunday, August 31, 2014:** Last date for existing QVAs to respond to Amendment #1 requirements.
- **Monday, September 1, 2014:** DDD starts accepting changes and amendments to QVAs to add new services offered as a part of Amendment #1 as well as other changes to QVAs not related to Amendment #1.

**The Division will be sending out additional information related to the statewide amendment, including detailed instructions for Qualified Vendors to participate.**

*If you have any questions, please call DDD Business Operations, Contracts Management Unit, at (602) 542-6874.*

Thank you,

Business Operations  
Division of Developmental Disabilities  
Arizona Department of Economic Security